Revised 7/08

General Instructions for Completing Hazardous Materials Permits

All Underground Storage Tank (UGST) Permits

a) All underground storage tank (UGST) permits must be completed and submitted to our office by a certified UPST Contractor. The UPST Contractor certifications are issued by the Hazardous Materials Section. Engineers or similar persons with knowledge of underground storage tank systems may fill them out, but the name and the signature of the certified contractor is required to be on the permit application before plan review by our office. Upon approval, the permit is issued and mailed to the certified contractor's company listed on the permit application.

b) Please answer only the questions that are applicable to the scope of the work to be done. The questions should be answered in a manner that indicates the intentions of the installer. A short letter covering the scope of work is always helpful.

c) A site plan will be required to accompany the application form that shows the distance to property lines and nearest important buildings with respect to the tank(s). The site plan should also indicate any other hazards or tanks on the same property. The site plan does not need an engineer or architect's stamp.

d) Specific questions regarding the content of the application can be addressed by contacting our office.

e) Please make sure that the facility's physical address is indicated in the installation site information. This will help our inspector to find the facility. (PO Box number or rural route is not acceptable addresses.)

Liquefied Petroleum (LP) Gas & Anhydrous Ammonia (NH3) Tank Permits

a) All permits for Liquefied Petroleum (LP) Gas must be completed and submitted to our office by a Kentucky licensed Liquefied Petroleum (LP) Gas dealer/supplier.

b) This permit application form is used for all LP Gas and anhydrous ammonia tanks and therefore addresses many types of configurations. Please answer *only* the questions that apply.

c) A site plan will be required to accompany the application form that shows the distance to property lines and nearest important buildings with respect to the tank(s). The site plan should also indicate any other hazards on the same property. A piping diagram is required to accompany the application form, but may be waived for simple installations i.e. tank top dispensing or base tanks for generators. The site plan does not need an Engineer or Architect's stamp.

d) Please make sure that the facility's physical address (not P.O. Box or rural route) is indicated in the installation site information. This will help our Hazardous Materials Inspector/Supervisor to find the facility.

e) Please be sure to include the contact person's name and phone number so that our Hazardous Materials Inspector/Supervisor knows whom to contact on site.

f) Please be sure to indicate the type of facility as code requirements differ for various facilities.

Aboveground Storage Tanks (AGST)

This permit application form is used for all aboveground flammable and combustible liquid storage tanks and therefore addresses many types of configurations. Please answer only the questions that apply. The questions should be answered in a manner that will indicate the intentions of the installer. A site plan will be required to accompany the application form that shows the distance to property lines and nearest important buildings with respect to the tank(s). The site plan should also indicate any other hazards on the same property. A piping diagram is required to accompany the application form, but may be waived for simple installations i.e. tank top dispensing or base tanks for generators. The site plan does not need an engineer or architect's stamp.

1. Please make sure that the facility's physical address (not P.O. Box or rural route) is indicated in the installation site information. This will help our inspector to find the facility.

2. Please be sure to include the contact person's name so that our inspector knows whom to contact on site.

3. Please be sure to indicate the type of facility as code requirements differ for various facilities.

Section 1 -Tank Information

- Indicate the capacity of the tank in the boxes provided, one number per box.
- Indicate whether the tank size is expressed in gallons or barrels.
- Indicate the tank type code by the chart at the top of the page. The three most popular tanks are the UL 142, the STI 921, and the UL 2085, in that order. The UL 142 tank is a single-walled tank. The STI 921 is a double-walled steel tank with no additional protection for fire exposure. The UL 2085 is a concrete encapsulated tank.
- Indicate the age of the tank in years. If the tank is new, write new.
- Indicate the name of the product being stored. Again, one letter per box.
- Complete the above items for each tank to be installed.

a) An important building is one that is occupied by people or one, which if destroyed, would significantly effect the company's ability to do business.
b) What is referred to here is the distance to property lines that can be built upon. Please indicate the distance to the closest property line.
c) This question refers to any propane vessel, regardless of size. *Note- A 20 ft. separation is required by code.*
d) Indicate the type of secondary containment to be used. A dike can be a containment pan, a masonry structure, or well tamped non-porous earth. Although permitted by fire prevention code, the tamped earth method of containment could have some environmental repercussions after a release of product within the dike area. The double-walled tank selection also includes vaulted (concrete encapsulated) tanks. Remote impoundment is a safe area where spillage or a release will be directed. This method could also have some environmental repercussions after a release of product.

e) The capacity can be figured by taking the cubic footage of the dike and multiplying it times 7.48 minus the volume displaced by any other tanks in the dike. If there is only one tank in the dike, simply multiply 7.48 times the cubic footage. This requirement does not apply to double-walled or vaulted tanks since their secondary containment is built into the tank.
f) These dimensions are required so that we may determine the required diameter of the emergency vent. The diameter of the vent is a function of the tank size.
g) This dimension is required to help us determine the required diameter of the working vent.
h) This dimension is required to determine if the working vent is the proper diameter.
i) This dimension is required to determine if the emergency vent is the proper diameter.
j) This question applies mainly to single-walled tanks.
k) This question applies to tanks storing liquids with a flash point below 100° F.
l) This device is a requirement for tanks storing Class IA liquids. Class IA liquids are those liquids having a flash point below 73° F. and a boiling point below 100° F. See the material safety data sheets for this information. The supplier of the product is required to have this information on hand. *Note- Gasoline is a Class IA liquid.*
m) This requirement applies to liquids having a flash point of 100°F or higher.
n) Overfill prevention is required for all double-walled and vaulted tanks. *Note - See the installation guidelines for specific requirements.*
o) This item is required for all Class I and II liquid storage tanks that are filled from the top.
p) This item is required for all installations.
q) This item is required for public service stations and remote sites. Its purpose is to discourage tampering.
r) This item is required for most configurations. This item is not required for tank top pump/dispensers.
s) This question is addressing emergency generator and other day tank configurations. The day tank must be higher than the supply tank if physically possible.
t) This item is required for remote fill points.
u) This item is required for all double-walled and vaulted tanks in traffic areas. Containment pans and dikes around single-walled tanks may suffice for this requirement. Approval is granted on a case by case basis.

Section 2 - Aboveground Piping

a) Self-explanatory.
b) This device is required if there is a potential to trap liquid between two valves in piping that is exposed to sunlight.
c) This question is essentially asking if the piping will be metallic.

Section 3 - Underground Piping

This section addresses a subject that should be handled by a contractor who is certified by our office to install underground tanks and piping systems. An underground piping system that is not properly installed can result in a leaking piping system with release of product into the soil, waterways or even sewers. This is a job best left to the professionals. *Note - Non-metallic piping manufacturers require that contractors be trained to install their piping for warranty purposes. The installation of metallic underground piping requires corrosion protection for the piping. Said corrosion protection systems are required to be designed by a corrosion expert.*

Section 4 - Pumps/ Dispensers

This section addresses tanks that are located at service stations, both public and private. This section need not be completed for other applications.

a) This question asks the location of where the product will be dispensed.
b) All questions in this section mirror code requirements. Answers in the affirmative are expected.
c) Code requires them to be at least 20 feet apart.
d) Required by code.
e) Required by code.
f) Required by code.
g) Required by code.
h) Required by code.
i) Required by code.

Section 5- Bulk Plants

a) Code requires that the load rack be 25 feet away from these structures if dispensing Class I liquids and 15 feet away if dispensing Class II liquids. See NFPA 30 for further information.
b) Required by code.
c) Bottom fill operations require two means of overfill prevention. One being a preset meter that stops when a given amount of product has been dispensed and the other being a device that will automatically shut off the flow of product. Typically, an automatic shut off device is installed in the tank vehicle itself.
d) Required by code.